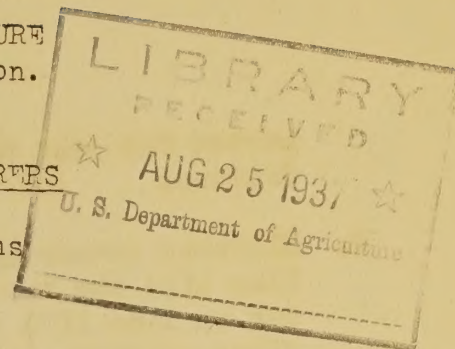


July 30, 1937.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration.

MEMORANDUM FOR SECRETARIES AND TREASURERS
of
Agricultural Conservation Associations
EAST CENTRAL REGION



RE: Summary of Exceptions to July Accounts of Associations.

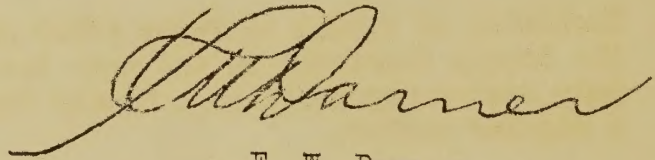
For your information, there follows a summary of exceptions taken by this office to the most numerous errors appearing in the July accounts.

1. Omission of commercial invoices or receipted invoices in support of claims under Miscellaneous on Form ACP-9.
2. Inclusion of government and state taxes in claims for telephone and telegraph services on Form ACP-9 when associations are exempt from payment of such taxes.
3. Inclusion of claims on Forms ACP-9 and 10 for the alternate member of the County Committee on the same dates as regular members. The alternate member may serve as a County Committeeman only in the absence of a regular member.
4. Claims on Forms ACP-9 for express or freight on supplies shipped under government bills of lading which do not require payment of transportation charges.
5. Failure to have receipts of firms or corporations on Forms ACP-11 and 12 bear, in addition to the name of the firm or corporation, the signature and title of the authorized representative who received payment.
6. Including in the total on receipt forms ACP-11 amounts not signed for by payees which should have been lined off in accordance with instructions in the next to last paragraph on page 17 of ECR-NER-Adm-40.
7. Exceptions were taken to items on Form ACP-7 such as (a) entries for equipment not provided for in the budget; (b) excessive claims for bond premium which is invariably \$5.00 for the first \$1000 and 50 cents for each additional \$100; and (c) rates for personal services in excess of the rate approved in the budget.
8. Errors on Form ACP-9 included: (a) failure to submit invoices in support of miscellaneous claims which were neither on the printed billheads of the firms or corporations, nor were signed by the claimants or authorized representatives; (b) failure to submit itemized receipted invoices for postage; (c) failure to show rental

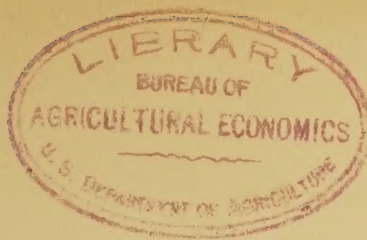
period for post office box; and (d) errors in extensions and additions.

9. Mistakes occurring on Form ACP-8 were: (a) failure to enter in line 1(a) the amount of line 3 of the previous voucher; (b) entering in line 1(b) checks which had already been entered on a previous voucher; (c) failure to include in line 1(b) a check received since the last voucher; (d) failure to clearly identify collections shown in line 1(c); (e) showing in line 2 an amount in excess of the total for all signed receipts on Forms ACP-11 and 12; and (f) reporting in line 4 an incorrect amount for unpaid obligations.
10. Mistakes occurring on Form ACP-11 were: Failure to clearly identify all entries as to the month covered by Forms ACP-9 and 10 on which claims were submitted.

Care should be taken in preparing the August and subsequent accounts to avoid the errors listed.



F. W. Darner,
Sr. Administrative Officer,
East Central Division.



ECR-ADM-75

September 16, 1937

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

NOV 16 1937

GENERAL STATEMENT FOR USE IN COUNTY AND COMMUNITY
MEETINGS ON THE POTATO REFERENDUM

Because of the brief time for distributing information about the potato referendum, it will be desirable for County Agents or other persons to give an explanation about the purposes of the referendum and the possibilities and limitations of potato goals under the Agricultural Conservation Program at meetings called for the purpose of having growers vote on the referendum. It appears desirable that meetings be held during the first part of the week beginning September 20 in each designated county and that the growers who attend these meetings be asked to pass along information to other potato growers in their community, with the suggestion that such growers vote later in the week at the places provided.

Purpose of Referendum. The purpose of the referendum is to determine whether a majority of the commercial potato growers favor the establishment of potato goals under the Agricultural Conservation Program for 1938.

Possibilities and Limitations of Potato Goals. Information on potato acreage, yield, production and prices shows the following:

(1) The cost of potatoes to consumers is greater with unstable production and accompanying wide variations in prices than if production and prices could be stabilized at reasonable levels.

(2) Potato production was reported on approximately 3 million farms in the 1935 Census. About 70 percent of this production was concentrated on approximately 80 thousand farms located mainly in concentrated commercial areas.

(3) The acreage, production, yield and value of potatoes in the United States from 1919 to 1937 have been as follows:

	Acreage	Production	Average yield per acre	Seasonal average price per bushel	Farm Value	Percentage of product of previous year's	Percentage of farm value of previous year's
	1,000 acres	1,000 bushels	bushels		1,000 dollars		
1919	3,300	297,341	90.1	190.9	567,742		
1920	3,301	368,904	111.8	132.8	489,783	124	86
1921	3,598	325,312	90.4	112.8	366,978	88	75
1922	3,946	419,238	106.3	68.2	285,897	129	78
1923	3,378	366,356	108.5	91.4	334,821	87	117
1924	3,106	384,166	123.7	71.2	273,443	105	82
1925	2,810	296,466	105.5	165.8	491,482	77	179
1926	2,811	321,607	114.4	136.1	437,851	108	89
1927	3,182	369,644	116.2	108.5	400,996	115	92
1928	3,499	427,249	122.1	57.1	244,048	116	61
1919-1928 Av.	3,293	357,633	108.6	108.9	389,304		
1929	3,019	332,204	110.0	131.8	438,006	78	179
1930	3,103	340,572	109.8	91.9	313,072	103	71
1931	3,467	384,125	110.8	46.3	177,912	113	57
1932	3,549	376,425	106.1	39.2	147,496	98	83
1928-1932 Av.	3,327	372,115	111.8	71.0	264,107		
1933	3,412	342,306	100.3	82.1	281,178	91	191
1934	3,597	406,105	112.9	44.8	181,857	118	65
1935	3,541	386,380	109.0	59.7	230,574	95	127
1936	3,058	329,997	107.9	111.3	367,406	85	159
1932-1936 Av.	3,431	368,245	107.3	65.6	241,702		
1937	3,224 ^{1/}	403,393 ^{2/}	125.1			122	

^{1/} Crop Reporting Board, July 1, 1937.

^{2/} Crop Reporting Board, Sept. 1, 1937.

Source: Bureau of Agricultural Economics, Crop Reporting Board.

(4) Fluctuation in the acreage of potatoes for market is one of the main factors causing unusually large and small crops of potatoes with accompanying low and high prices to growers.

(5) Variations in yields due to growing conditions cause fluctuations in production which also bring about years of high and low potato prices to growers. The fluctuations due to yield cannot be eliminated through the establishment of potato acreage goals.

Size of Goals and Payments. The National potato goal would necessarily be an acreage which with average conditions would give an adequate supply of potatoes. The goal for an individual farm would be that farm's share of the National potato goal. The establishment of goals for individual farms would be limited to designated commercial producing areas and to those farms in such areas normally growing 3 acres or more of potatoes. Goals will be established if two-thirds or more of the persons voting in the referendum in designated competitive producing areas indicate a desire to have such goals established.

Payments on the potato goal would take into consideration the value per acre of potatoes, as would the payments made on other goals under the 1938 Agricultural Conservation Program.

The Question Before Growers. Voters will be voting on the question as to whether the establishment of potato goals with payment based thereon will be a practicable and desirable aid in stabilizing the acreage planted to potatoes in commercial areas.

In voting on this question growers should recognize that the establishment of goals will not eliminate the fluctuations in production and prices caused by variations in yields and by factors other than the acreage planted.

They should recognize that some method other than the establishment of potato acreage goals must be developed to take care of marketing problems arising from excessively large crops caused by high yields.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.★ DEC 3 1937 ★
U. S. Department of Agriculture

November 18, 1937.

MEMORANDUM FOR STATE EXECUTIVE OFFICERS
East Central Region

For your information there are quoted below Regulations of the Department of Agriculture regarding the recordation of non-expendable and semi-expendable property:

"4311. Bureau Records. - A complete and accurate record of all bureau accountable property shall be kept in each bureau by an employee or employees designated by the chief of the bureau. The records of all classes of property will be supported by receipts of the employees to whom articles have been issued. * * *

Each State Executive Officer is charged with the responsibility for articles of non- and semi-expendable property located in the State and County Offices belonging to the Agricultural Adjustment Administration.

In this connection, you have already received Property and Supply "Memorandum Receipt" Form No. 2, in duplicate or in triplicate, which has been prepared for your signature, charging you with certain articles of non-expendable property. The Property and Supply Section, through this office, will continue to forward this form in triplicate, or if the equipment is for the Aerial Photography Program in quadruplicate, to you at the time property covered thereby is delivered. You, or your designated agent, will sign the original and return it to this office, together with one, or in the case of aerial photography equipment, two carbon copies.

To aid each State Executive Officer in maintaining a current record of property items for which he is responsible, the following system of records is prescribed:

1. Establish a card index, using ECR-NER Office Form 45. Cards should be prepared for each item bearing a description of the article, the divisional (E.C.) requisition number, the identification number, the cost and the date the item was received in your office. (The first two entries may, in all cases, be obtained from copies of Form P&S-17, divisional, or Form AD-14, bureau, requisitions. Identification numbers for non-expendable property may be the serial numbers indicated on mechanical equipment, Agricultural Adjustment Administration identification labels forwarded by the Property Section to be placed on desks, filing sections, chairs, tables, etc., or the divisional reference numbers forwarded by this office for small items of equipment purchased for the aerial photography program. Numbers are not

furnished for small items of non-expendable equipment forwarded to the State Offices under the 0400 Project. Project symbols are shown on all divisional and bureau requisitions. The purchase prices appear on No. 5 copies of Form AD-14 requisitions. (In cases where items are furnished from surplus stock or are made in mechanical shops in Washington, the costs will be forwarded to you by this office as soon as available.) For the purpose of maintaining a cross-reference, an entry on this card may be made at the time of the delivery of the article, of the name of the employee charged with the item, his designation, headquarters, and the date of delivery. These cards should be filed in alphabetical order by item.

2. A memorandum receipt in quadruplicate shall be prepared in the State Office on ECR-NER Office Form 52, bearing a description of the article, the identification number, the divisional requisition number, the cost, the date the article was charged out, a blank for the date of return, the name of the employee, his designation and headquarters. Only the original of this form need be signed by the employee. The original and one copy of the receipt should be kept on file in the State Office, one copy should be given to the person charged with the equipment and one copy should be forwarded to this office.
3. (a) Upon return of the property to the State Office, an entry shall be made on the original and carbon copy of the ECR-NER Office Form 52 on file in the State Office indicating the date the article was returned and, if applicable, in the Remarks column on ECR-NER Office Form 45, an entry shall be made regarding the condition of the property.
- (b) Upon return of any article by the employee to whom charged, the original signed receipt on ECR-NER Office Form 52 shall be returned to him. The copy of such ECR-NER Office Form 52 shall be forwarded to this office in order that we may clear our records.
- (c) If the property has become lost or destroyed without negligence on the part of the employee a report shall be filled in on Form AD-20 "P.C. Voucher" by the responsible officer as soon as he or she is aware of the occurrence. If equipment has become destroyed by fire, in addition to the report a statement should be secured from the Chief of the Fire Department or, if stolen, the statement in addition to the report should be secured from the Chief of Police.
- (d) In case of equipment which has become lost, damaged, destroyed or stolen through negligence on the part of the employee, or has been appropriated by the employee, steps should be taken to secure a certified check or money order to cover the full cost of article or articles involved. For your information, the General Accounting Office does not recognize the reduced value

of an article through depreciation. Checks and money orders should be made payable to the Treasurer of the United States and mailed direct to this office along with your report submitted on Form AD-20 (P.C. Voucher).

Noted below are the regulations of the United States Department of Agriculture regarding property appropriated for personal use:

"4217. Property Appropriated for Personal Use. - If any article of Department property is appropriated for his own use by an employee of the Department, the chief of bureau will immediately take steps to recover the property or its value from the employee. Any moneys which may be so recovered shall be promptly transmitted through the proper bureau officials to the chief disbursing officer of the Treasury Department for deposit in the Treasury to the credit of Miscellaneous Receipts in accordance with existing regulations. Pending such recovery, the chief of bureau should withhold any moneys due or which may become due to the employee involved, and should also report the circumstances of the case to the Secretary for proper disciplinary or other action."

4. (a) Before separation from the service is accomplished of either a per diem employee or a formal appointee, including State committeemen, or before extended leave without pay is granted an employee, or before an employee is placed on furlough without pay, it must be determined that all items of semi- or non-expendable property charged to him have been accounted for and/or returned to the State Office. In this connection, it is requested that this determination be made by the State Executive Officer before certifying final payment for services on Form No. AAA-22, "Temporary Service Certificate", or before approving any extended leave.
- (b) Upon the death in service of a per diem employee or a formal appointee, every effort should be made to recover any property charged to him, and this office should be advised of the facts.
- (c) When an employee with headquarters in the field, other than at the State Office, is recalled or leaves the service, and another employee is assigned to take his place, it may not always be feasible to have the property physically returned to the State Office and reassigned. In any such case, the employee being relieved may be requested by the State Office to effect the transfer of property to the employee relieving him, in the following manner:

The State Office shall furnish the relieving officer a supply of ECR-NER Office Form 52, in order that he may effect the transfer of the equipment. The relieving

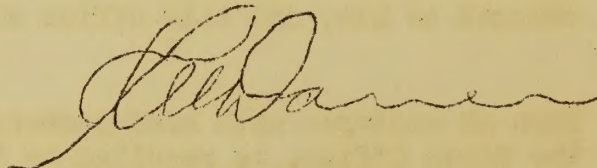
officer shall execute an original and four copies of this form, listing the description and the reference number of each of the items of equipment released to him by the transferor. The original and one copy of the form shall be signed by the relieving officer and given to the transferor. The transferor shall retain the copy of ECR-NER Office Form 52, and shall forward the original of the form to the State Office, in order to clear his charge. The relieving officer shall retain one of the copies and shall forward the two remaining copies of ECR-NER Office Form 52 to the State Office.

Upon receipt of the original and two copies in the State Office, the original and one copy shall be retained for filing purposes, and the remaining copy shall be forwarded to this office. The State Office shall relieve the transferor of responsibility for the equipment, as set forth in paragraphs 3(a) and (b), and shall re-charge the equipment to the relieving officer.

There are attached samples of the equipment record form, ECR-NER Office Form 45, "Memorandum Receipt", ECR-NER Office Form 52, and PC Voucher form AD-20. These will be printed in Washington and supplied from this office upon request from you, indicating the quantity required.

Upon adoption of the above procedure, it will no longer be necessary to submit supplementary reports of aerial photography equipment, which have heretofore been required bi-monthly. However, it will be necessary to continue the regular semi-annual inventory reports of all semi- and non-expendable property of the Agricultural Adjustment Administration charged to you.

For your information, there is attached a list of the various items of semi-expendable and non-expendable equipment. You will be advised of any changes in this list.



F. W. Darner,
Sr. Administrative Officer,
East Central Division.

Enclosures

Non-Expendable Items	Semi-Expendable Items	Non-Expendable Items	Semi-Expendable Items
Addressographs	Aerial Photographs	Machines:	Maps
Alidades		Adding	
Barometers		Calculating	
	Binders	Dictation	
Bookcases		Drafting	
Brief Cases		Duplicating (ditto)	
Cabinets:		Erasing	
Stationery		Numbering	
Storage		Typewriting	
Etc.		Etc.	
Cases:		Mimeographs	
Map filing		Mimeoscopes	
Transfer		Panels:	
Leather,		Sections	
Etc.		Cabinet	
Chains		Pantographs	
Chairs			Pencil sharpener
	Clip boards	Pens:	
Clocks		Bow	
	Compass, bar	Contour	
Compass, beam		Detail	
Coolers, water		Fountain	
Copy holders		Payzant	
Costumers		Perforators (punches)	
Desks, all types		Planimeters	
Dispensers:			Plumb bobs
Cup,		Prickers	
Soap		Protractors	
Dividers, proportional		Receptacles	
Fans, electric		(Waste Baskets)	
Filing furniture, general		Rods, stadia	
Fixtures, display		Rules, slide	
Frames		Rulers	
French Curves		Scales:	
	Glasses, magnifying	Engineer's	
Handle, knife	Blades for handle	Weighing	
Holder:		Screens, all types	
Copy,		Scribers, LeRoy	
Card,		Shears, office	
Chart,		Stands:	
Wrapping paper		Typewriter	
	Index, telephone	Telephone and	
Inkstands, draftsman's	Inkstands, office	other types	
	Inkwells	Stereoscopes	
Instruments, drawing			Stone, oil
Kits, repair		Stools	
Lamps, electric		Straightedges	
Lettering Sets		Tables	
Levels		Tapes:	
		Steel,	
		Chain,	
		Wire,	
		Etc.	

Non-Expendable Items	Semi-Expendable Items	Non-Expendable Items	Semi-Expendable Items
Tools			
Transits			
Trays, desk			
Triangles, drawing			
Trimmers; print, drop knife			
Tripods			
T-Squares			
Wheels, measuring			
Wringers, mop with bucket			